



Job Announcement

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OPEN TO CURRENT DISTRICT COURT COMMISSIONERS ONLY

Opening Date:	May 14, 2015	Closing Date:	May 28, 2015
Job Title:	Administrative Commissioner	Position Type:	Regular Full Time
PIN:	000750	FLSA Status:	Exempt
Location:	District 3, Caroline, Cecil, Kent, Queen Anne's and Talbot Counties	Grade/Salary Range:	J17 61,164 - \$96,420
		Financial Disclosure:	Yes

Essential Functions: Administrative Commissioners are judicial officers responsible and accountable for all Commissioner activities in a designated district. Manages the work of District Court Commissioners and the workload associated with all Commissioner offices within their assigned district. Establishes district guidelines and procedures for commissioners; investigates all complaints from employees, law enforcement, attorneys, judges and the public. Prepares various administrative and technical reports regarding commissioner activities in a district. Assesses problems/issues and either resolves independently or makes recommendations for solutions. Conducts quarterly commissioner meetings. Acts as a designated representative of the Administrative Judge to local and community government or criminal justice agencies. Serves as sitting commissioner as needed. Provides orientation, guidance, and training to new commissioners. Maintains and reviews commissioners' weekly activity reports. Conducts federal hearings. Serves on various institutional and judicial committees.

Administrative Commissioners are appointed by the Chief Judge of the District Court upon the recommendation of the District's Administrative Judge. Administrative Commissioners serve at the pleasure of the Chief Judge, District Court.

Education: B.S. or B.A. degree from an accredited college or university.

Experience: Must be a current District Court Commissioner.

NOTE: EMPLOYEE MUST RESIDE OR RELOCATE IN DISTRICT 3 UPON EMPLOYMENT.

Skills/Abilities: Extensive knowledge of local, state and federal statutes and judicial process. Extensive knowledge of District Court and law enforcement forms and documents and the standards for determining probable cause. Ability to supervise subordinate staff. Ability to maintain fairness, consistency and impartiality in the performance of all duties. Ability to use a computer, access state and federal databases and conduct thorough background checks. Ability to use independent judgment in determining probable cause and setting bail amounts and resolving issues/problems on designated shift. Ability to prepare and process numerous legal documents. Ability to communicate effectively with arrested persons and family members in a calm, controlled, and professional manner. Ability to exercise tact and understanding in pressure situations. Ability to use basic office equipment. Ability to travel to locations throughout District 3. Ability to perform all essential functions of this position.

Application for DC Commissioner (DCA89) must be submitted, this application can be found on our website: www.mdcourts.gov. The Human Resources Department is not responsible for applications sent to any other address. Materials must be received by 4:30 p.m. on the closing date at the address below:

Office of the Executive Director of Commissioners
District Court of Maryland
251 Rowe Boulevard, 3rd Floor, Room 341
Annapolis, MD 21401
Attn: Terry Youngbar

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.